

PLANNING INSPECTION MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Planning Inspection Manager exists is to manage the Planning Inspection staff to ensure that project stipulations, and ordinances are complied with on all new construction projects in Scottsdale through the inspection process in the Planning and Development Services. This classification is supervisory. Work is performed under general supervision by the Planning and Development Services Director.

ESSENTIAL FUNCTIONS

Manages the Planning Inspection process in the City to ensure that the highest quality inspections are performed.

Takes responsibility for developing policies and procedures within the Planning Inspection unit.

Develop and analyze workload projections.

Prepare monthly, quarterly and annual productivity and financial reports for the Planning Inspection unit.

Develop and monitor Planning Inspections bi-annual budget.

Prepares and evaluates individual performance evaluations for all Planning Inspection staff.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Engineering and architectural design as well as actual construction practices.

Ability to:

Operate a variety of standard office equipment, including a personal computer, a variety of computer software and other equipment essential to performing daily activities that requires continuous and repetitive eye and arm or hand movement.

Establish and maintain effective working relationships with city staff, design and construction community as well as citizens.

Listen and communicate effectively both orally and in writing with City departments, contractors, developers, engineers, architects and citizens to interpret and explain City ordinances, policies and procedures..

Work effectively with citizens, the development community and other city departments to resolve a wide variety of planning and development issues.

Prepare and present effective oral and written reports and bi-annual budgets.

Lead the Planning Inspection unit in the accomplishment of departmental and city goals.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelors degree in Urban Planning or related field or equivalent experience that enables the applicant to work within the city's development process to interpret and administer city policies and ordinances through the Planning Inspection process.

FLSA Status: Exempt

HR Ordinance Status: Unclassified